

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer (Specialist)	Office of Bridge, Bond, and Safety Programs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Safety Program Coordinator	913-110-3161-016	September, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Bridge and Safety Programs (OBSP), a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for providing experienced, authoritative and professional management of federal highway safety programs. These programs are administered by the Division of Local Assistance (DLA) and provide project funding to cities, counties, and other eligible agencies. The incumbent will work to oversee the efficient administration of the federal safety programs with an emphasis on improving project delivery and the overall safety benefits for California roadways. A strong background in traffic safety is desirable.

This position works with staff from District Local Assistance offices, other department functional units, local agencies, Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), the Federal Highway Administration (FHWA), the California Highway Patrol (CHP), the Office of Traffic Safety (OTS), other state departments and organizations participating in the implementation of the federal and state safety programs, and the Strategic Highway Safety Plan (SHSP).

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Develop and update policies, guidelines, and standards for use by staff from Caltrans, cities, counties and regional agencies involved with the planning, design, programming and implementation of projects funded under the local safety programs - Highway Safety Improvement Program (HSIP) and High Risk Rural Roads Program (HR3). Coordinate with the districts on the application review and project selection process.
25%	M	Establish and maintain databases to manage the obligation and expenditure of federal safety funds on a continuous basis. Work with Division of Transportation Programming to program safety projects in the Federal Transportation Improvement Program (FTIP). Work with District Local Assistance Engineers (DLAEs) and district safety coordinators to ensure funds are obligated and invoiced in a timely manner.
		Monitor project delivery and provide regular reports to the Headquarters, Districts and external stakeholders. These reports will be used to assess project delivery and identify areas needing improvement.
10%	E	Participate in California's SHSP efforts to represent local safety programs perspectives and needs and to better understand and incorporate the latest safety research and strategies into the local safety programs. Assist with the development and preparation of California's annual HSIP report, any revisions to the SHSP, in cooperation with the Division of Traffic Operations, the Division of Rail, Caltrans districts, local agencies and various stakeholders, as required by federal legislation. Provide reports and program status updates as necessary.
10%	E	Provide direction and support to local agencies and department staff on procedures to improve project delivery, such as project milestone scheduling and use of project management tools. Ensure local agencies and department staff understand and comply with California Transportation Commission Guidelines, FHWA guidance, and department policy, procedures and directives.
5%	M	Perform complex engineering studies and develop technical procedures to assist the Office Chief as required. Under general supervision of the Division Chief for the Division of Local Assistance, the Senior Transportation Engineer will act on behalf of the Chief of Bridge and Safety Programs during his/her absence. Under general supervision of the Office Chief, the Senior Transportation Engineer will also act on behalf of other engineers in the office handling those duties that cannot or

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should not be delayed for an extended period of time. Analyze office procedures and processed for efficiency and effectiveness and make recommendations for improvement.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure safety program implementation.

This position provides functional direction and general assistance to District Local Assistance Engineers and other Headquarters units involved with these programs. This position may also provide lead direction over other engineers, planners and administrators within the Office of Bridge and Safety Programs. The incumbent may direct activities of retired annuitants and student assistants based on the needs of the Office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Transportation Engineer performs an array of analysis in planning his/her area's activities. He/she must interpret policy and procedures, recommend exceptions to policy, conduct special studies, analyze data and recommend solutions. This person must be able to assimilate and evaluate technical and procedural input from various sources, such as engineers, transportation planners, administrators, and management. He/she must develop alternative courses of action and make objective recommendations on issues concerning the local safety programs.

A working knowledge of transportation engineering, traffic safety, traffic operations, and transportation programming is essential. Registration as a Civil Engineer in California is required. Registration as a Traffic Engineer in California is desirable.

The incumbent must have a working knowledge of principles of traffic safety, traffic engineering, project management, project development, construction, maintenance, right-of-way, accounting practices, and reimbursement procedures. The incumbent must also be familiar with the assigned responsibilities of the DLA related to departmental goals, objectives, policies, and standards. The incumbent must be familiar with budgeting and programming processes for federal-aid programs. The incumbent must be able to analyze the effectiveness of proposed solution with respect to reducing fatalities and serious injuries on California roadways.

The incumbent must be able to communicate well in writing and in person and must be adept at using electronic mail, word processing, spreadsheet, and database applications on the computer.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions and consequences inherent in planning, organizing, and directing the administration of the safety programs.

Errors in judgment or lack of prompt action could result in the loss of Federal or State funding at both State and local levels for the various programs, and impact the Department's credibility and image with the FHWA, other State and local agencies, the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

This position maintains regular contacts with a large number of personnel in Caltrans, both in the Districts and in Headquarters and Federal Highway Administration. This position has contacts with local agencies and other federal and state agencies. The incumbent will work with members on the SHSP committee including law enforcement, the trucking associations, walking and biking groups, the medical community, and others. This position responds to inquiries from the public and local agencies regarding safety programs. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display terminal. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may

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include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize and appropriately charged issues or problems; and acknowledge the various responses.

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE